



DEPARTMENT OF THE ARMY
HEADQUARTERS, 88TH REGIONAL READINESS COMMAND
506 ROEDER CIRCLE
FORT SNELLING, MINNESOTA 55111-4009

REPLY TO
ATTENTION OF

AFRC-CMN-PR

25 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: After Action Report (AAR) for the Senior Enlisted Promotion Board

1. The purpose of this memorandum is to provide information regarding the Senior Enlisted Promotion Board held at Fort Snelling, MN on 22-24 October 2004.
2. There were **427** promotion packets for Military Occupational Specialty (MOS) vacancies. A number of soldiers applied for several vacancies resulting in **625** promotion considerations. The board recommended **484** soldiers for promotion but was only able to place **288** soldiers in the announced vacancies, representing placement of **24%** of soldiers considered. There were **22** consideration packets Sergeant Major Academy and **1** for the Advance Noncommissioned Course (ANCOC).
3. The board convened at 1000 on 22 October 2004. All members were sworn in and given an overview of the promotion process. The board adjourned at approximately 1030 24 April 2004 and all board members were released. The recorder and support staff conducted the positioning process, which they completed at approximately 1930, 24 October 2004.
4. The following perpetual problems were noted from panel members and administrative support personnel.
 - a. **DA Photo:** There were 290 soldiers mobilized considered for promotion and the majority of packets were missing photos. Even though soldiers mobilized are exempt from photo requirements, the board thought an old photo or a photo in DCUs would be better than none. It was suggested that a memo from the soldier explaining why a current photo was not available.
 - b. **DA Form 2A and 2-1:** A majority of the soldier's DA Form 2-1 and 2A were not up to date and information was inconsistent with the documents in the packet. Make sure any information that can be cross-referenced between documents coincides with each other. For instance APFT and HT/WT on the 2A should match what is on the DA Form 705 (TAB H). If the 2A states college the soldier should have a copy of their college transcripts in TAB E. Make sure and update civilian employment on the DA 2A and 2-1. Also noted, information on the DA Form 2-1, Item 35 for the most part did not match the job title and time frame of the NCO-ERs. When reviewing the DA Form 2-1 and 2A make sure everything is correct and all entries are showing current information. DA Form 2A should not be older than 12 months old.
 - c. **Military Education:** Soldiers need to provide proof of **all** military schools (DA Form 1059) they attended. If a soldier is going to be considered in their PMOS, SMOS and or AMOS, they need to ensure documents substantiating the MOS are filed under TAB D. There were a few soldiers that were awarded a MOS, but did not provide the proof of education that is required for the MOS. The board questioned the validity of MOSs that a soldier holds.

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d. **Civilian Education**: Panel members suggested that not only a graduation certificate but an official school transcript be placed in TAB E. Soldiers must have a high school diploma to be eligible for promotion. If they don't have a high school education, AR 140-158, para 1-13 stated that if a soldier successfully completed at least one semester (15 semester hours or 22.5 quarter hours), they must provide a official transcript of credits dated and signed by the registrar or custodian of records.

e. **Noncommissioned Evaluation Report (NCOER)**: There were several NCOERS that had the exact bullet comments and ratings from the previous NCOERs. Panel members found that most comments did not justify excellence or did not say anything about the rated soldiers. It was difficult in that they could not fairly rate a soldier on leadership and potential; therefore lowering their score for promotion. This is not helping the soldier and for the most part might prevent the soldier from being promoted. Panel members would like to see comments that indicate future success: i.e. "Promote immediately", "Promote ahead of peers", "A future SGM". Duty descriptions on the NCOERs were vague and did not provide a clear picture of the soldier's responsibilities.

f. **APFT/Profiles**: Panel members recommended that more than one Army Physical Fitness Test is placed in TAB A. There were many packets that had only one entry on the DA Form 705. Some soldiers did not take an APFT within the last 12 months. Ensure the APFT is annotated diagnostic or for record. Even though the requirement for promotion is 18 months, the panel felt the soldier should have had an APFT within the last 12 months. If a soldier is taking an alternate APFT, a DA Form 3349 must be placed with the DA Form 705. Soldiers need to be aware that the permanent profile must be reviewed at the time of the soldier's periodic examination. If the profile has a 3 or 4 in any of the PUHLES factors, the soldier must go before a Medical MOS Retention Board. There were a few DA Form 3349 that were complete in accordance with AR 40-501.

g. **Letter to the President of the Board**: Keep in mind that a soldier can submit a letter to the President of the Board. Only letters prepared and signed by the soldier submitting a packet are acceptable. No third party memorandums are allowed in the packet.

h. **DA Form 5500 -R and DA Form 5501-R**: Soldiers exceeding the height and weight table must provide a DA Form 5500-R /5501-R in TAB A. The promotion review team found quite a few packets were missing or did not have a complete DA Form 5500/l, meaning missing either the prepared by and or supervisor's signature. If either signature is missing, the soldier does not have a valid tape test.

i. **General Comment to the Soldier**: As a senior non-commissioned officer you are responsible for managing your own career. When submitting your packet, it is critical that your promotion packet be submitted in accordance with the Selection Packet General Instructions. Time needs to be taken to ensure all documents are up to date and coincide with other documents. Dividers need to be utilized to tab sections. If you are missing any items, write a statement stating why it's missing. Soldiers that previously submitted a packet to the Senior Promotion board should replace the existing file folder with a new one. Competition is with your peers and the promotion board is recommending you on the bases of military bearing, experience, education, performance and potential for promotion. When putting together your packet you need to ask yourself the following:

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Does my picture show military bearing? (How you wear the uniform, are you in compliance with haircut and ht/wt standards? Do you have the appearance of overweight? Are your ribbons in the right position? Can you show proof of the awards you are wearing on your uniform? Is your rater providing comments to military bearing on your NCOER? Does your APFT score reflect your appearance and military bearing? Is your photo over 5 years old?

Do I have the experience to be of a higher grade? Do you have variety of assignments throughout your career? Do you volunteer for more difficult and responsible assignments? The board considers the type of assignments a soldier has had throughout their career. Are you competent to work in a MOS that you haven't worked in the past 10 years? The success of assignments is an indicator of potential.

Have I been continuing my education? When was the last time you successfully completed a military and or civilian course? Does your education match your DA Form 2A & DA Form 2-1? Education not only prepares you to perform more effectively, it also measures your interest in self-improvement. All your education that you have completed should be in your packet, especially Service School Academic Report (DA Form 1059 vs. certificate). The report shows potential for selection to higher level schooling/training.

Have I been performing in an exemplary manner? Do you perform your assigned duties with intelligence and creativity? Can you show the promotion board that you can perform your duties professionally and with competence in **all your MOSs** that you would like to be considered for? Does your performance and potential reflect in your NCOERs? Do you request a meeting with your rater during the rating period, to ensure that you understand what standards you must meet in order to receive a good NCOER?

Do my NCOERs show a true picture of my potential for promotion? It is a requirement that your rater perform face to face counseling in order to improve or maintain performance and professionally develop you for promotion to the next higher grade. If you feel your bullet comments are not substantiating your overall performance, you need to address your concerns with your rater and or senior rater. The NCOERs is one of the most valuable tools that the panel member rates you on performance and potential.

Do I have the potential for promotion? Your entire record is used to determine potential and to help in predicting how you will perform at the next higher grade. Are you a mediocre performer, do you only do the bear minimum or do you go that extra mile?

The board selects the **BEST-QUALIFIED SOLDIERS TO BE PROMOTED, ARE YOU ONE OF THEM?**

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5. The next board is scheduled for **22 April 2005** and will be hosted by the 88th RRC with the board president designated from the **88th Regional Readiness Command**. Consideration packets are due **1 April 2005**. The 88th RRC will send notification of this board to all memorandum of understanding (MOU) participant's headquarters. MOU participants have the responsibility to notify all their units. Notification of the next board should be sent directly to company, battalion, group, and MSC level for widest dissemination. Copies of this AAR will be sent to the 88th CSM and all MSC CSMs, as their input is critical to the continued success of these boards.


PATRICIA A. CUMMINGS
CW3, USAR
Board Recorder

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